

## Professional Growth “Out of District Travel” Form Procedure

**CONFERENCE/WORKSHOP ATTENDANCE:** If you are requesting the district to pay for registration prior to the conference, **THE REGISTRATION AND PURCHASE ORDER MUST BE ATTACHED TO THIS REQUEST.** (If a purchase order is not acceptable, then a voucher needs to be attached). Your building secretary will assist you in completing this step. The request should be processed at least **ten (10) days in advance.**

### EMPLOYEE PROCEDURE

When an employee needs to attend a conference the following procedure must be followed:

1. Staff Member must download “Out of District Travel” form from the District website under Staff Resources and Documents and Forms.
2. Complete **Section 1 of the OUT OF DISTRICT TRAVEL AUTHORIZATION** entirely.
3. In **Section 2** complete the cost column (far left with dollar sign). Please understand that you will receive authorization for expenses incurred. You will need to secure your building administrator’s authorization for each expense that will be reimbursed from the building budget.
4. Staff member will give completed form to principal’s office.
5. If you are concerned about delays in processing, check with:
  - a. your building administrator, or
  - b. the Special Education Department at 268-6070, or
  - c. the Curriculum & Instruction Department at 268-6060, or
  - d. the Accounts Payable Department at 268-6082
6. During your event, **keep all itemized receipts** that you wish to process for reimbursement. Receipts must list the items that were purchased. Note that **alcoholic beverages are not reimbursable.** Request a Wisconsin Tax Exempt form from the Business Office to avoid paying State Tax on expenditures.
7. Upon your return, make copies of your receipts for your records and download the EXPENSE REPORT form from the website under Staff Resources and Documents and Forms.
8. Employee will submit original receipts attached to the EXPENSE REPORT form. EXPENSE REPORT is to be signed by **the employee and their supervisor.** After having the expense form authorized, Employee must submit it to the district Business Office. The District does not reimburse tax.

**BUILDING PRINCIPAL PROCEDURE**

When the building principal receives a request to attend a conference from an employee the following procedure must be followed:

1. Principal’s office will put account numbers on “Out of District” form and sign under Building Admin/Supervisor and date. If it is a Special Education request, the Special Education Department will put the account number on the form.
2. The building is responsible for registering employees. Please use your credit cards for paying registration information. Voucher your credit card payments. (Professional Growth is done outside of the District. Curriculum Development is done inside the District.)
3. In some cases there are additional funds available at the district level to assist in reimbursement. Check with the Director of Curriculum & Instruction or Director of Special Services if additional reimbursement is necessary.
4. Forms and attachments will be scanned and emailed to the Curriculum & Instruction Office. Curriculum & Instruction Office will forward all Special Education requests to the Special Education Department.

**DISTRICT OFFICE PROCEDURE**

1. Curriculum & Instruction and Special Education Department will print request and record information in Professional Growth spreadsheet (shared Google Doc).
2. Printed copy will be given to Director of Curriculum & Instruction or Director of Special Services for signature.
3. Form will be given to Accounts Payable Department.
5. A copy of your authorized request will be returned to employee from the Accounts Payable Department after it has been processed.
6. After the conference the district Business will receive the original receipts attached to the EXPENSE REPORT form. EXPENSE REPORT is to be signed by the employee and their supervisor.
7. District Business office will reimburse the employee via a check.

The chart below are a list of frequently used account numbers for Professional Growth.

Year	Fund	Location	Object Number	Function	Project #
5	10 - General	120 – DES	310 - Registration	221300-Professional Growth	347-PreK
		121-LES	342- Mileage	241000-Principals Office	365-Title 2
		122-SES	342 – Lodging		341-Flow
		240-TJMS	342 – Food		703-TAG
		460-PWHS	342 – Parking		705-Tech
		810-District Wide	386 - CESA		706-Subs
					711-CP